

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
Financial Report and Instructions**

This report is due on the date listed in the LSTA Grant Guide for this project. The grant guide is located on the California State Library's [Library Services and Technology Act webpage](#) under the heading "Manage Your LSTA Grant."

Completing the Financial Report

Step 1: In collaboration with your Project Advisor or Library Programs Consultant (LPC), complete all applicable fields on report.

Step 2: Once the Project Advisor or LPC has reviewed your report, email completed report to your assigned grant monitor for approval.

All reports will be reviewed at a set date and time following the report submission deadline. Upon review, you will receive an email from your grant monitor notifying you that the report has been approved or revisions are needed. If revisions are needed, please resubmit the report to your assigned grant monitor upon completion of the requested revisions.

Step 3: Once final approval is received from the grant monitor, print a copy of the report and have the library director sign it in blue ink.

Step 4: Scan and email signed report to LSTA Coordinator, Lynne Oliva at lynne.oliva@library.ca.gov.

Step 5: Mail the original, two copies, and a copy of the final approval email from the grant monitor to the address below:

By Mail:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

ATTENTION: FISCAL OFFICE-LSTA

By Non-USPS Delivery:

California State Library
900 N Street
Sacramento, CA 95814

ATTENTION: FISCAL OFFICE-LSTA